



**POLITECNICO
DI TORINO**

Scuola di Master
e Formazione Permanente

Albo n. 447/2018

Call for applications
for the Executive Master's Programme in
"Project Management for
Business Performance & Innovation"
(1st edition)

Academic Year 2018/2019

(Annex "A"- Executive Decision of the Head of the Division of Student Affairs no. 303/2018)



ART. 1

Programme overview

1. The first edition of the Executive Master's Programme in Project Management for Business Performance & Innovation is offered for the academic year 2018/2019.
2. The administrative location of this Executive Master's Programme is at Politecnico di Torino - Office of the Specializing Master's Programmes and Lifelong Learning (Ufficio Master e Formazione Permanente).
3. The Programme is managed by the Specializing Master's Programmes and Lifelong Learning School (Scuola di Master e Formazione Permanente).
4. The Scientific Advisory Board is composed of professors Marco Cantamessa (Politecnico di Torino), Alberto De Marco (Politecnico di Torino), Carlo Rafele (Politecnico di Torino).
5. The Programme Director is Alberto De Marco, Associate Professor at the Department of Management and Production Engineering of Politecnico di Torino.

ART. 2

Training objectives, learning contents and organization of the activities

1. The purpose of the Executive Master's Programme in Project Management for Business Performance and Innovation is to increase Project, Programme and Portfolio Management's strategic, organizational and technical skills to drive innovation and technological change processes in project-based organizations.
The educational objectives include: managing project excellence, enhancing individual and interpersonal skills, strengthening organizational competences of projects portfolio. The Programme combines theoretical knowledge with practical competencies in business strategic leadership, projects portfolio governance and soft skills.
By the end of the Programme, the participants will improve their background knowledge and expand their skills of the main elements of Project, Programme and Portfolio Management. Participants will be supported in an immersive experience and embrace a lean journey to improve their organizational project management readiness and maturity and to participate in a team-oriented development process.
Since it is a multifaceted Programme, participants are expected to represent a number of different corporate positions and industrial sectors in the socio-economic environment. They will bring their specific experience in running lean and rapid projects within organizations in government, industry and research. The Executive Master's Programme will require strong engagement not only with academics and lecturers, but also with mentors, advisors, professionals and established game-changing entrepreneurs and managers.
2. Upon successful completion of all requirements, participants will obtain an international certification as a Project Manager provided by the International Project Management Association (IPMA) as a certification body (Level D Certified Project Management Associate or higher level).
3. The Executive Master is a part-time Programme of one academic year duration for a total of 30 ECTS; it will start in September 2018 and end by July 2019.
4. Lectures will be held in English at Politecnico di Torino premises. Lectures include classroom activities, project work, team work, webinars and distance-learning activities with academic teaching staff.
5. The teaching programme is organized as follows: 10 long weekends (from Thursday to Saturday) of in-classroom activities over a period of time of 10 months and 10 months of distributed distance learning activities. A long capstone project teamwork will be developed throughout the programme.
The 300hrs of total training activities will be composed of:
 - 216 in-class hours (lectures, case-based discussions, industry conferences, etc.);
 - 10 hours of key online webinars;
 - 50 hours of individual online distance learning (readings, videos, etc.);
 - 24 hours of instructor-assisted teamwork to develop a Programme-long capstone project work.
6. For the full list of the Executive Master's courses see Table n.1 - Organization of the courses.

Table n.1 – Organization of the courses



n.	Course	ECTS
1	Standards and Methodologies	3 ECTS
2	Strategy	3 ECTS
3	Organizing	3 ECTS
4	Processes	3 ECTS
5	Planning	3 ECTS
6	Capstone project	3 ECTS
7	Risk Management	3 ECTS
8	Monitoring and Control	3 ECTS
9	Soft skills	3 ECTS
10	Knowledge management	3 ECTS

ART. 3

Admission requirements

1. Applicants must hold a Bachelor's degree (or equivalent) and have at least a six-month work experience.
2. Exceptionally, applicants who do not hold a Bachelor's degree but have qualified professional experience in their CVs may be considered eligible for admission to the Programme by the Selection Board.
3. All candidates must demonstrate good knowledge of the English language, which can be proven by one of the following:
 - a. a language certificate included in the list of accepted certificates (see "Table n.2 - English language certificates" at the end of this article to learn about the required level of English and the certificates accepted by Politecnico);
 - b. a Bachelor's degree (or a Master's degree or a higher academic qualification) awarded by an academic institution where English is the medium of instruction. In this case, you do not need to submit these certificates and the academic institution must issue a transcript of records stating that "The medium of instruction is English";
 - c. undergoing an interview with the Selection Board that will test the English language skills of the candidate.

Table n.2 - English language certificates

Examination Board	Certificate	Minimum requirements
IELTS (https://www.ielts.org/)	IELTS General Training	5.0
Cambridge English Language Assessment http://www.cambridgeenglish.org/exams/	Cambridge English: PRELIMINARY (PET) BULATS	Pass with Merit Reading & Listening: overall score 54 Writing and Speaking: at least one B2 in one of the tests
ETS http://www.ets.org/toefl	TOEFL ibt	62
	TOEFL cbt	210
	TOEFL pbt	547
	TOEIC	Listening: 360 Reading: 350 Speaking: 150 Writing: 140
Pearson (http://pearsonpte.com/)	Pearson Test of English Academic	51
LCCI - EDI / Pearson http://qualifications.pearson.com/en/qualifications/lcci.html	JETSET	JETSET Level 4 Reading, Writing, Listening e Speaking: pass with overall score ("total") "Distinction"
Trinity	Trinity ISE I	Reading, Writing, Listening, Speaking: pass with overall result "Distinction" in all the tests



ART. 4

Admissions and selection procedures

1. The Executive Master's Programme is open to a maximum of **30** participants.
2. Applications must be completed on-line by filling out the application form available on Politecnico di Torino website at: https://didattica.polito.it/master/project_management/2019
3. Applications must be submitted no later than **June 1st 2018** at 11:59 a.m. (Italian time).
4. **ALL** the following supporting documents must be attached to the application form on Politecnico di Torino website (in English or Italian only):
 - Valid identification document (passport for NON-EU applicants);
 - Curriculum Vitae (CV must include the authorization to the processing of personal data – in compliance with Legislative Decree no. 196/2003);
 - Bachelor's degree (or equivalent):
 1. for applicants with degree(s) obtained from a non-Italian University or from a private Italian University: official transcript(s), issued by the University of origin, produced on letter headed paper, containing the graduation final grade and the date of degree conferral.
 - or
 - 2. for applicants with degree(s) obtained from an Italian Public University: self-certification ("dichiarazione sostitutiva di certificazione" - Art. 46 DPR 28 December 2000, n. 445) in which applicants declare to have obtained a Bachelor's degree (or equivalent). The self-certification must include: the name of the degree Programme, the name of the University, the date of degree conferral and the graduation final grade. *In compliance with art. 75 of D.P.R. 445/2000, should the self-certification be found to be false or incorrect, the applicant loses any benefit which he/she might have acquired on the basis of the untruthful declaration.*
- Motivation Letter.
5. Failure to attach even one of the above mandatory documents will result in the exclusion from the selection process.
6. Selection criteria will be determined by the Selection Board after the application deadline.
7. Candidates will be evaluated based on a 1-100 point ranking. Applicants who will not reach the minimum score of 60 points will be considered "not suitable" and they will not be admitted to the Programme.
8. The person responsible for the admissions administrative procedure is Mr. Alberto Pusceddu (Head of the Specializing Master's Programmes and Lifelong Learning Office at Politecnico di Torino).

ART. 5

Selection Outcomes

1. At the end of the selection process, a merit ranking list will be published on the Selection Outcomes page of the Executive Master Programme's website.
2. The ranking list will contain:
 - the list of applicants admitted to the Executive Master's Programme;
 - the reserve list.
3. Candidates (provided that they have attached all the required documents, fulfill all the requirements and reach the minimum score of 60 points) will see their position in the rankings and their final score on the Selection Outcomes page.

ART. 6

Enrolment

1. Admitted candidates who accept the offer to participate in the Programme will have to enrol at Politecnico di Torino by the starting date of the Executive Master's Programme.



2. Upon enrolment, participants who hold a degree from a non-Italian University must submit the original copy of the "Dichiarazione di Valore"/"Statement of validity" (related to the Master's degree) issued by the Italian Diplomatic Mission in the country where the qualification was awarded.
3. If the Master's degree was awarded by a European University, participants can submit the "Diploma Supplement" instead of the "Dichiarazione di Valore".
4. Participants who are non-EU citizens and reside in Italy must submit a valid Italian residence permit.
5. Participants who are non-EU citizens and reside abroad must submit an Italian VISA for study purposes "type-D".

ART. 7

Evaluation and qualification

1. STUDENT OBLIGATIONS

- a. The Executive Master's Programme requires a part- time commitment. Attendance to the activities is mandatory for at least 80% of the Programme.
- b. Absences will be allowed up to a maximum of 20% of total classroom hours. Absences for more than 20% of total classroom hours will lead to exclusion from the Executive Master's Programme.
- c. Withdrawal from the Programme must be put in writing.
- d. In order to obtain the Executive Master's diploma, participants' behavior need to stick to academic integrity, honesty, responsiveness and active commitment policies.
- e. Detailed policies, as well as the rules for the certification Programme and other useful information, will be provided on the opening day.

2. EVALUATION METHOD

- a. At the end of the Programme, participants will be assessed on the basis of their final presentation of the Capstone Project.
- b. Upon successful completion of the final IPMA certification test, participants will earn a Level D (Certified Project Management Associate). A higher IPMA certification level (C, B or A) may be released if the participant can prove experience as a Project Manger according to IPMA regulations. An extra fee will be charged in this case.

3. QUALIFICATION

- a. After completing the programme, participants who have regularly attended the activities and reached the total amount of 30 ECTS required for graduation, will be awarded the Executive Master's diploma in "Project Management for Business Performance & Innovation" by Politecnico di Torino. The diploma will be issued in Italian.

ART. 8

Participation and enrolment fee

1. The tuition fee is 10.000,00 Euro (ten thousand/00) + 19,53 Euro (nineteen/53) as enrolment fee: the total amount shall be paid to Politecnico di Torino according to the following installments:
 - A 2.000,00 euro advance fee, upon request of the Master School's office. Participants may receive this advance payment request from June 30th to July 31st (2018). This payment is needed to confirm the acceptance of the offer for the Executive Master's Programme;
 - 4.000,00 Euro upon enrolment + 19,53 Euro (nineteen/53);
 - 4.000,00 Euro no later than March 28th (2019).
2. The participation and the enrolment fee can be paid by bank wire transfer through the Apply@Polito platform: http://apply.polito.it/master_info_it.html.
3. In case of withdrawal or exclusion from the Programme the participation fee and the enrolment fee will not be refunded by Politecnico di Torino under any circumstances.
4. The Programme will start only if the minimum number of 20 participants is reached.



5. FOR ANY INQUIRY OR ADDITIONAL INFORMATION PLEASE CONTACT:
Office of Specializing Master's Programmes and Lifelong Learning
Corso Duca degli Abruzzi, 24 - 10129 Torino (ITALY)
e-mail: formazione.permanente@polito.it

ART. 10

Privacy policy and access to documents

1. The information provided for in Article 13 of the "Code regarding the protection of personal data" (Legislative Decree No. 196 of 30th June 2003) is available at: <https://didattica.polito.it/privacy/>.
2. The personal data included in the online application form are treated for the purposes of the selection and enrolment process only; the data are used by Politecnico di Torino within the institution itself, and exclusively for the purposes of the institution. For this reason, personal data are shared with various offices within the University (to carry out the activities within their competence) without further notification to the applicants.
3. Owner of the database is Politecnico di Torino, represented by the Rector, with legal seat in Corso Duca degli Abruzzi, 24-10129 Torino.
4. The person in charge of the student data is the Head of the Division of the Division of Student Affairs.
5. Access to all documents is allowed in the forms provided for by current legislation.

ART. 11

Final provisions

1. Communication with candidates will take place primarily through the Apply@Polito platform.
2. Specific communications might be sent via email or SMS using the contact details provided by candidates during registration on the platform.
3. Politecnico does not take any responsibility in case of unavailability of recipients and for loss of communications due to inexact indication of a candidate's email address or telephone number or due to delay or failure to notify changes to the contacts provided during registration.
4. This Call is published on the online University Bulletin available at https://www.swas.polito.it/dotnet/albo_online/. The same can be found on <https://didattica.polito.it/master/>.